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**HERITAGE VALLEY**

Health System

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**Rheumatology**

3468 Brodhead Road, Suite 12

Monaca, PA 15061

1185 Freedom Road

Cranberry Township, PA 16066

Thank you for scheduling an appointment at our office on \_\_\_\_\_

Please complete all pages in this packet & bring it with you to your appointment. In addition, please bring any medications or supplements you are taking, your insurance cards, driver's license, and co-pay. We also ask that you contact your Primary Care Physician or referring physician to have pertinent medical records faxed to us at 724-770-7924. Should your insurance require referrals, it is your responsibility to obtain the referral.

We make every effort to contact you a few days prior to your appointment to confirm your appointment. Should you get a message on your machine to call & confirm, please give us the courtesy of a response. Due to the nature of this practice, patients arriving late or without the completed paperwork for their appointment or referral must be rescheduled. Please arrive at least 15 minutes prior to your scheduled time. Plan to be here at least an hour. This office is a member of the Heritage Valley Medical Group. It is the policy of the group to assess a charge for patients who do not keep their scheduled appointment or cancel with less than 24 hours notice. Co-pays are payable at the time of service. We are able to accept cash, check, or MasterCard or Visa.

Thank you for choosing our office. We look forward to serving your Rheumatological needs. Should you have any questions, please contact our office at 724-773-1928.

Sincerely,

HVHS Rheumatology staff,  
Jeannie, Dee, Alana, Cynthia, Heather, Vicki, Becky, Cindy & BJ